. . . .

Class Specifications
for the Class:

<u>LABOR LAW ENFORCEMENT ADMINISTRATOR</u>
(LABOR LAW ENFORCEMENT ADMR)

<u>Distinguishing Characteristics</u>:

This class reflects a division chief responsible for administering the statewide labor law enforcement program in accordance with agency standards and requirements. General direction is received from the department head, and administrative supervision is generally limited to approval of staffing, funds, facilities and the establishment of broad departmental and program policies.

<u>Examples of Duties</u>: *(The position may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Plans, organizes, directs and coordinates division's activities and operations in the labor law enforcement program in accordance with the broad framework of legal and departmental standards and requirements; develops and maintains operating and administrative control procedures and guidelines; clarifies, interprets, applies and secures compliance with laws, rules, policies and procedures; conducts program evaluation and establishes program objectives and priorities, develops improvements in activities and operations; controls and assures the effective implementation and conduct of the division's activities and operations through the assistance of subordinate supervisory personnel; assumes responsibility for the effective and efficient handling and disposal of personnel and fiscal problems and other needs of the division; prepares, presents, and justifies a budget; plans and conducts staff meetings with subordinate supervisors and others; reviews and analyzes operational reports and other documents; and makes changes within the division in the structure of the organization and the assignment of functions. Deals with employer, the legislature, employee organizations and other groups; prepares and issues special instructions for non-routine and complex assignments; recommends the adoption of revisions to laws and rules and prepares supporting data or testimony; participates in public hearings and decisions resulting from hearings on new or revised rules; studies and analyzes non-administration sponsored legislative bills seeking to establish new labor laws or revisions to existing labor laws and prepares supporting or

opposing testimony for the director in testifying before
appropriate legislative committees; advises management and labor
on contract provisions on questions of conformity with assigned
labor laws, and determines disposition of extremely difficult,
complex and delicate cases; approves or recommends personnel
actions affecting division employees, including performance
evaluations, promotions, transfers, new hires, reallocations,
leaves of absences and disciplinary actions; and performs other
related duties as assigned.

Knowledge and Abilities Required:

Knowledge of: State and related federal labor laws, rules
and regulations; investigative methods and techniques; program
operations, policies and procedures; and principles and practices
of supervision and administration.

Ability to: Administer a statewide labor law enforcement
program; deal effectively with subordinates, other public
officials, legislators and the public to promote program goals
and objectives; speak and write effectively; and prepare an
operating budget and comprehensive reports.

- -

This is an amendment to the specification for the class
LABOR LAW ENFORCEMENT ADMINISTRATOR (LABOR LAW ENFORCEMENT ADMR),
approved on October 15, 1982.

DATE APPROVED: 1/21/04   /s/Dawn M. Young
                                  KATHLEEN N. A. WATANABE
                           Director of Human Resources Development